

SELF SERVICE CENTER

PROCEDURES: WHAT TO DO WITH THE “*MOTION TO SET AND CERTIFICATE OF READINESS*” AFTER YOU HAVE FILLED IT OUT

USE THIS FORM ONLY if you have filled out the “*Motion to Set and Certificate of Readiness*” and you want a trial to be set in your case. Here are the steps you need to take:

STEP 1: **REVIEW THE COURT FORM CALLED “*MOTION TO SET AND CERTIFICATE OF READINESS*.”** Make sure that the “*Motion to Set and Certificate of Readiness*” has been completely filled out using a typewriter or black ink. Be sure to **sign and date** it **before** you make the copies, even though you have not actually done all the things you promised to do on the last page of the “*Motion to Set and Certificate of Readiness*.”

STEP 2: **COPIES.** Make **3 copies** of the “*Motion to Set and Certificate of Readiness*” and follow these instructions **exactly**:

ORIGINAL “*MOTION TO SET AND CERTIFICATE OF READINESS*.” Hand the original and copies of the “*Motion to Set and Certificate of Readiness*” to the Clerk of the Court where you filed your case. Ask the Clerk to stamp the copies and return them to you. These are now “conformed” copies. The stamp provides proof the original was filed.

COPY 1 of the “*MOTION TO SET AND CERTIFICATE OF READINESS*”: Mail one copy to the other party or to his/her attorney, if the other party is represented by an attorney. If the other party is **not** represented by an attorney, make sure you mail a copy to the other party.

COPY 2 of the “*MOTION TO SET AND CERTIFICATE OF READINESS*.” Give one copy to the Domestic Relations/Family Court Administration, if you have a Domestic Relations/Family Court case, or put a copy in the judge’s box in Civil Court Administration, or mail a copy to the judge if you have a CV case or a DR/FC case. Court staff will deliver this copy to the Judge.

COPY 3 of the “*MOTION TO SET AND CERTIFICATE OF READINESS*”: Keep this copy for your records.

STEP 3: **WAIT TO RECEIVE A NOTICE FROM THE COURT.** Once you have filed the “*Motion to Set and Certificate of Readiness*,” you should be contacted by the office of the judge assigned to your case, telling you the dates of your Pretrial Conference, and your Trial. The document you will receive in the mail is called a “*Minute Entry*,” and it will give you instructions about what to file before the Trial.